

## Guidelines for Reimbursement Based on Student Attendance

There may be confusion as to whether or not programs receive reimbursement only for students who attend the after school program for the full three or five days per week. While the staff of this office reinforces the intent of the legislation, it has always been the practice to reimburse programs, based on reported numbers, for students who attend any given day of the program.

Education Code section 8483 (a)(2) states that:

*It is the intent of the Legislature that elementary school pupils participate in the full day of the program every day during which pupils participate and that pupils in middle school or junior high school attend a minimum of nine hours a week and three days a week to accomplish program goals, except when released early in accordance with the early release policy described in paragraph (1) or as reasonably necessary.*

Although the intent of the legislation is for all students to attend the full day of the program every day it is in operation, the legislation makes no mandate that this must occur in order for students to be eligible for daily reimbursement.

Payments are made based on the grantee's reported attendance. Attendance report forms are provided to grantees and are required to be submitted to the CDE twice a year: January 31 for the July 1 through December 31 reporting period; and July 31 for the July 1 through June 30 reporting period. Attendance is reported separately for each funded school. Instructions provided on the attendance report forms instruct the grantee to add the total number of students served each day of the reporting period and enter the grand total in the proper column. Staff then enters this number into the database and payments are computed by multiplying the total per school by \$5.00.

Supporting documentation is not required to accompany the attendance report forms submitted to the CDE. Therefore, staff reimburses each program solely on the attendance figures reported by the grantee.

Individual programs may be subject to a local audit of their procedures and practices. Though the above procedure is maintained by the CDE, programs are encouraged to consult with their local auditors to ensure compliance with local requirements.